

Entry, Correction and Review of 1099 Data in AASIS Accounts Payable (AP) Transactions

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Entry, Correction and Review of 1099 Data in AASIS Accounts Payable Transactions

- 1099 DATA AT INITIAL ENTRY OF INVOICES**
- 1099 DATA CORRECTIONS AFTER POSTING INVOICES AND AFTER PAYMENTS**
- REPORTS FOR REVIEWING 1099 DATA IN AASIS**

Entry, Correction and Review of 1099 Data in AASIS Accounts Payable (AP) Transactions TOPICS

- Topic 1: Displaying Vendor Master Records
- Topic 2: The Importance of Tax Code for 1099 Reporting
- Topic 3: Overriding W. Tax Code at Entry of an FB60 Invoice (Trans. FB60)
- Topic 4: Changing W. Tax Code after Parking an FB60 Invoice (Trans. FBV2)
- Topic 5: Changing W. Tax Code after Posting an FB60 Invoice (Trans. FB02)
- Topic 6: Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)
- Topic 7: Changing W. Tax Code After a Payment Has Been Posted (Trans. FB02)
- Topic 8: Using FBL1N to View and Change 1099 Data
- Topic 9: Viewing 1099 Data for AP Vendor Treasury Payments (Trans. ZFI_1099VEN)
- Topic 10: Viewing 1099 Data for Benefits Vendor Payments (Trans. ZFI_BENVEN)
- Topic 11: Viewing 1099 Data for Cash Account Payments (Trans. ZFI_1099CHB)

***Appendix A: Example Scenarios: Changing Posted Invoices Prior to Payment
(Trans. FB02)***

Vendors receive 1099s when their Vendor Master Record is coded with a Withholding Tax code (W. Tax code) other than 00 and there have been 1099-reportable payments issued to the vendor within the reporting (calendar) year.

Currently, vendors who receive 1099s have a Withholding Tax code of 01-03, 05-08, 10 or 14 on their Vendor Master Record.

W. Tax code of 00 in a vendor's master record indicates Withholding Tax Exempt; these vendors do not receive 1099s.

Users with the following roles can view the vendor's master record:

Transaction**Roles****XK03:**

*(Displays W. tax code,
no display of TIN)*

All AP and MM roles

FK03:

*(Displays W. Tax code,
and displays TIN)*

All AP and MM roles

Note: If a user sees a need for a change to the W. tax code in the Vendor's Master Data, the change request must be submitted to the Office of State Procurement (OSP).

The correct selection of Tax Code (P1, P0, U1) on a vendor invoice is important to 1099 data that comes from AASIS to 1099-reportable vendors:

- The amount reported on a 1099 is the W. tax base amount, which is the amount of line items on a 1099-reportable payment less sales tax or use tax.**
- The Sales Tax amount automatically defaults into the W. tax exempt field on an invoice from a reportable vendor when tax code P1 is chosen.**
- When Tax Code P0 (Sales tax exempt) is chosen, the entire amount of the line item is reported for a 1099-reportable vendor.**
- When Tax Code U1 (Use tax) is selected, the amount less use tax is reported.**

- **Changes to W. tax code after posting do not automatically recalculate the W. tax base and W. tax exempt amounts. The user making the changes or corrections must make these field changes as necessary.**
- **See Appendix A for example scenarios of changes to W. tax code, W. tax base, and W. tax exempt fields after an invoice has been posted.**

Regardless of selected Tax Code (P1, P0, U1) in invoices for 1099-exempt vendors (W. tax code 00 on the Vendor Master Record), the reportable amount, with or without Sales Tax, will appear in the W. tax exempt amount in the vendor invoice.

As long as the vendor's master record (Trans. XK03) indicates a W. tax code of 00, no changes to the W. tax code field in the invoice or payment documents will result in a reported 1099.

Vendor Maintenance Form: If a user sees a need for a change to the W. tax code in the Vendor Master Record, a change request form must be submitted to the Office of State Procurement (OSP). This form can be found at:

https://www.ark.org/dfa/osp/aasis_forms/vendor_maintenance_form_f10021.html.

The table that follows this slide provides examples of both reportable and non-reportable vendors and the resulting effects of data entered.

Topic 2

The Importance of Tax Code for 1099 Reporting

Vendor's Master W. Tax code <i>00 = 1099 exempt vendor</i> <i>07 = 1099 reportable vendor</i>	W. Tax code for this invoice	Tax code for this invoice <i>P0 = Sales tax exempt</i> <i>P1 = Sales tax</i> <i>U1 = Use tax</i>	Correct 1099 W. tax base Amount (Amount to be Reported on 1099)	Correct 1099 W. tax exempt amount
00	00	P1	\$0.00	\$107.13
00	07	P1	\$0.00	\$107.13
00	00	P0	\$0.00	\$100.00
00	07	P0	\$0.00	\$100.00
00	00	U1	\$0.00	\$100.00
00	07	U1	\$0.00	\$100.00
07	00	P1	\$0.00	\$107.13
07	07	P1	\$100.00	\$7.13
07	00	P0	\$0.00	\$100.00
07	07	P0	\$100.00	\$0.00
07	00	U1	\$0.00	\$100.00
07	07	U1	\$100.00	\$0.00

When entering an FB60 invoice, the W. tax code defaults into the invoice from the vendor's master record. The tax code can be changed from the defaulting master data for each invoice at the time it is created in AASIS.

Steps for overriding the W. Tax Code at entry of an FB60 invoice follow.

Topic 3

Overriding W. Tax Code at Entry of an FB60 Invoice

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor 100000010 Sp/L

Invoice date 01/05/2005 Reference 1099 TRAINING

Posting Date 01/05/2005

Document type Vendor invoice

Cross-CC no.

Amount USD ☒ Calculate tax

Text

Paymt terms 15 Days net

Baseline date 01/05/2005

Vendor

Address

The Force Mfg. Co.
77 Skywalker Ave
BURBANK CA 91510
USA
421-764-1258-26

Bank account 321654987
Loot Keepers Bank of Arkansas

0 Items

St... G/L

WB FB60

Upon entry of the vendor account number and other required information on the Basic data tab, press the ENTER key and the Withholding tax tab will appear.

Topic 3

Overriding W. Tax Code at Entry of an FB60 Invoice

The screenshot shows the 'Enter Vendor Invoice: Company Code ARK' window. The 'Withholding tax' tab is selected, and the 'W. Tax Code' field is circled. The 'Vendor' section on the right shows 'The Force Mfg. Co.' and 'BURBANK CA 91510'. The 'FB60' button is visible in the bottom right corner.

Transactn		Invoice	Bal.
Basic data	Payment	Details	Tax
Withholding tax		Notes	

Withholding tax	
W.tax base	
W.tax exempt	
W. Tax Code	07

Vendor	
Address	
The Force Mfg. Co.	
77 Skywalker Ave	
BURBANK CA 91510	

FB60

The W. Tax code will default on the Withholding tax tab from the Vendor Master Record. The W. tax code can be changed at this point in FB60.

Reminder: If the Vendor Master Record indicates a code of 00-W. Tax Exempt, then changing the W. Tax code within an invoice from 00 to a code that is 1099 reportable will cause the vendor to receive a 1099. The Vendor Master Record must reflect the reportable status change.


After an FB60 invoice is parked, transaction FBV2 can be used to change the W. tax code in the invoice document prior to posting and payment.

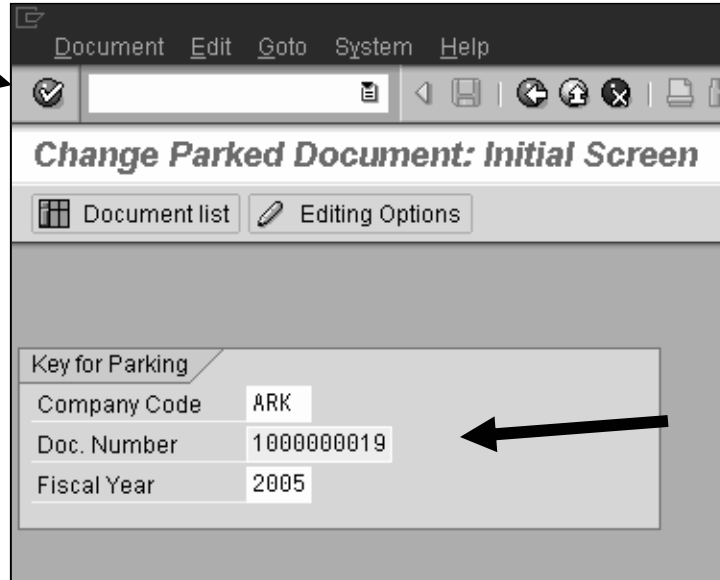
The user's AASIS security role must have "change" authorization in order to use transaction FBV2 and change the withholding tax code. The Accounts Payable Specialist security role has the change capability.

Transaction FBV2 is demonstrated on the next slides.

Topic 4

Changing W. Tax Code after Parking an FB60 Invoice (Trans. FBV2)

2. Click on the green check .



1. Enter the FI accounting number in Document number.

Enter the FI document number in transaction FBV2, and click on the green check icon.

Topic 4

Changing W. Tax Code after Parking an FB60 Invoice (Trans. FBV2)

The screenshot shows the 'Edit Parked Vendor Invoice 1000000019 ARK 2005' window. The 'Withholding tax' tab is selected, and the 'W. Tax Code' field is highlighted with a black arrow pointing to the value '07'. The 'Vendor' tab is also visible on the right.

Transactn Invoice Bal. 0.00

Details Workflow Tax Withholding tax Notes

Withholding tax

W.tax base

W.tax exempt

W. Tax Code 07

Vendor

Address

Dehydration Quisine

21 Arid Ave.

TUCSON AZ 85721

USA

431-765-1373-12

Select the Withholding tax tab and make changes as desired. **(Read Topic 2 to learn how to determine your data entry needs; screen shot above is provided only to assist users in finding the fields.)** Save changes.


After an FB60 invoice is posted, transaction FB02 can be used to change the W. tax code in the invoice document prior to payment.

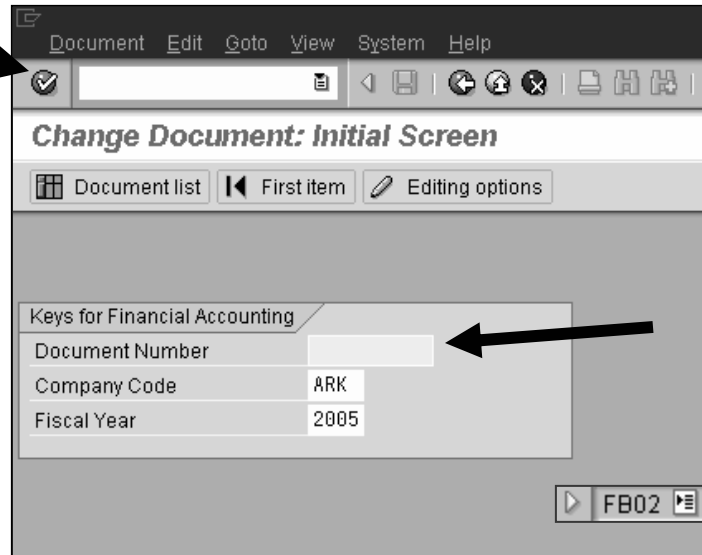
The user's AASIS security role must have "change" authorization in order to use transaction FB02 and change the withholding tax code. The Accounts Payable Specialist role has the change capability.

Transaction FB02 is demonstrated on the next slides.

Topic 5

Changing W. Tax Code after Posting an FB60 Invoice (Trans. FB02)

2. Click on the green check .







1. Enter the FI accounting number in Document number.

Enter the FI document number in transaction FB02, and click on the green check icon.

Topic 5

Changing W. Tax Code after Posting an FB60 Invoice (Trans. FB02)

 **Document Overview - Display**

 Choose Save  Tax data 

Doc.type : KR (Vendor invoice) Normal document

Parked by TEST-SP-005 Posted by TEST-SP-007

Doc. Number 1000804164 Company code ARK Fiscal year 2006

Doc. date 12/08/2005 Posting date 12/08/2005 Period 06

Calculate Tax ☒

Ref.doc. SUP PK TEST 10

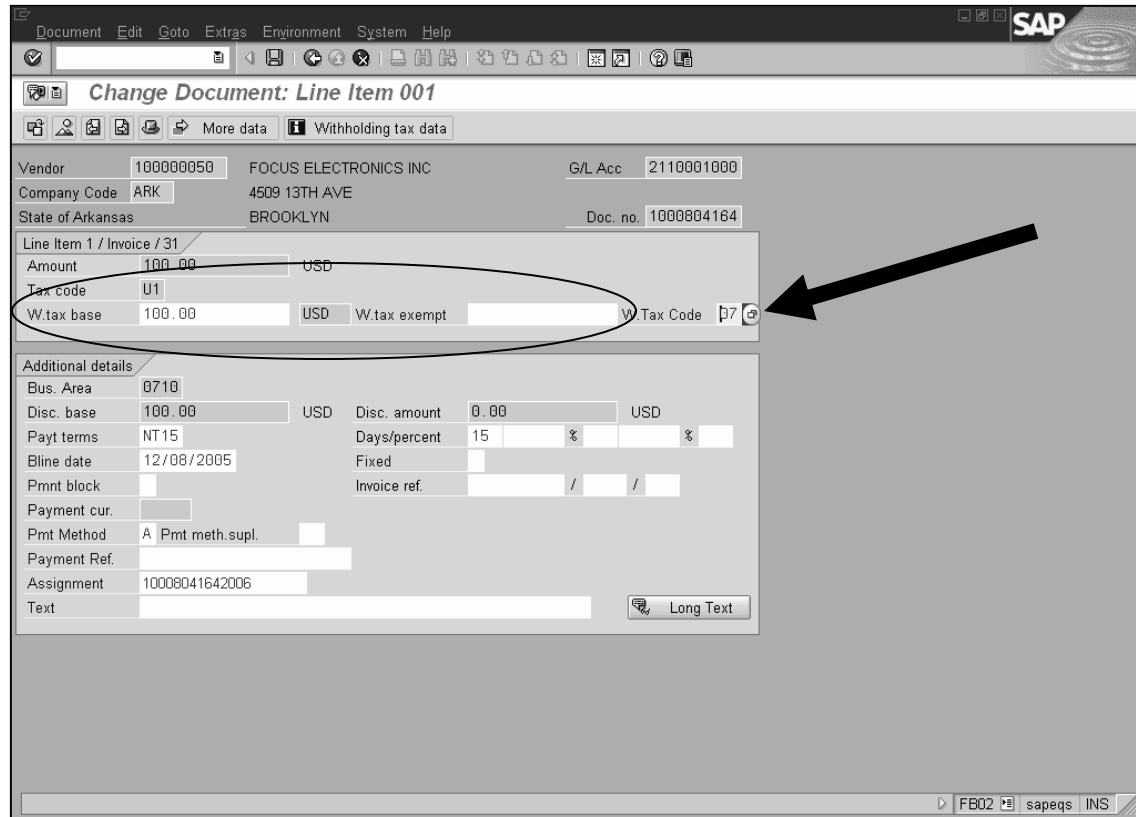
Doc.currency USD

Itm	PK	Account	Account short text	BusA	Cost Ctr	Fund	Amount	Text	Clrng doc.
1	31	1000000050	FOCUS ELECTRONICS IN	0710			100.00-		
2	40	50900006000	Office Supplies	0710	416601	PWP1000	107.50		
3	50	2120003099	Use Tax Payable Accr				6.00-		
4	50	2120003099	Use Tax Payable Accr				1.00-		
5	50	2120003099	Use Tax Payable Accr				0.50-		

Double-click on the vendor line item (Posting Key 31 line).

Topic 5

Changing W. Tax Code after Posting an FB60 Invoice (Trans. FB02)



Change Document: Line Item 001

Vendor: 100000050 FOCUS ELECTRONICS INC G/L Acc: 2110001000
 Company Code: ARK 4509 13TH AVE
 State of Arkansas: BROOKLYN Doc. no.: 1000804164

Line Item 1 / Invoice / 31

Amount: 100.00 USD
 Tax code: U1
 W. tax base: 100.00 USD W. tax exempt: W. Tax Code: 37

Additional details

Bus. Area: 0710
 Disc. base: 100.00 USD Disc. amount: 0.00 USD
 Payt terms: NT15 Days/percent: 15 %
 Bline date: 12/08/2005 Fixed:
 Pmnt block: Invoice ref.: / /
 Payment cur.:
 Pmt Method: A Pmt meth. suppl.:
 Payment Ref.:
 Assignment: 10008041642006
 Text: Long Text

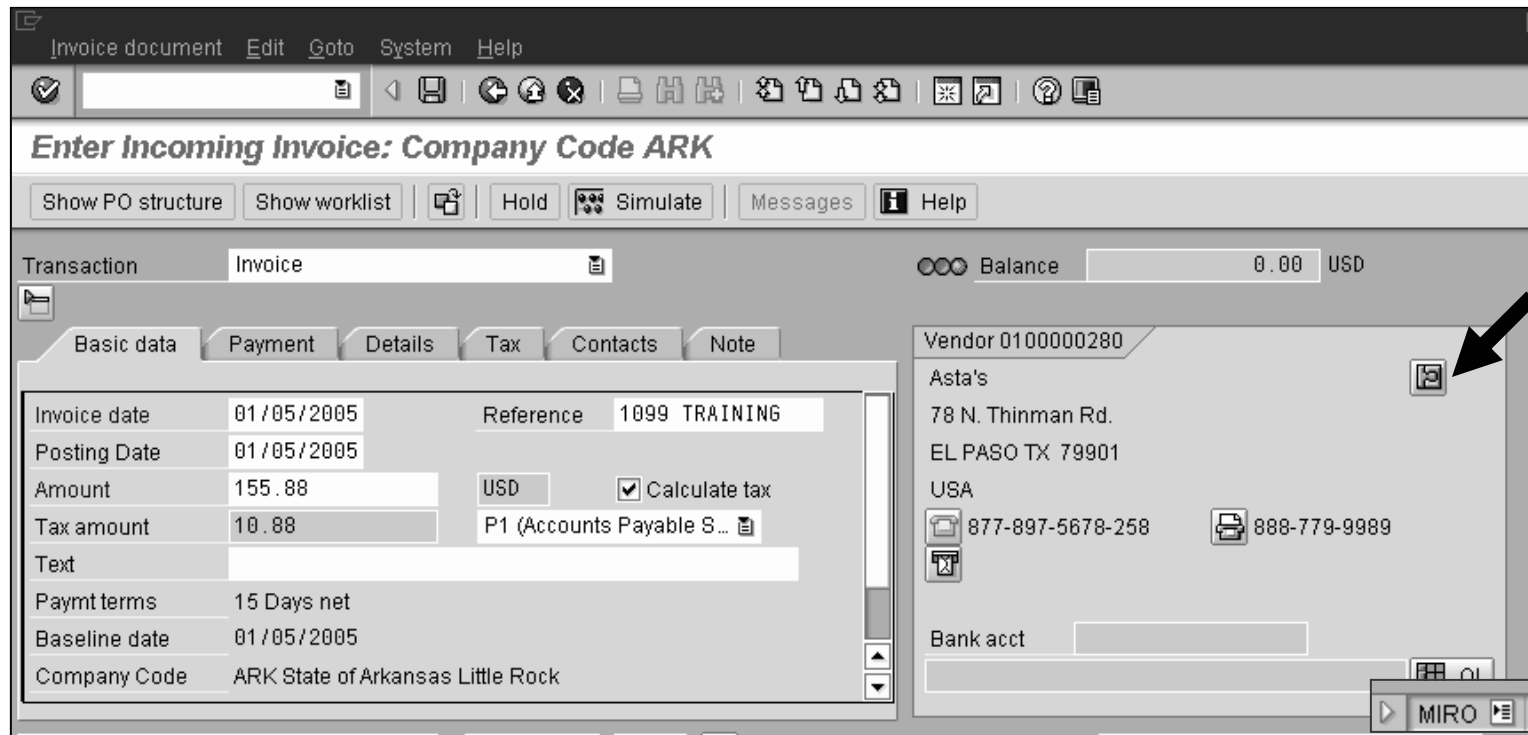
FB02 sapeq INS

Change W. Tax code, W. tax base and W. tax exempt amounts as necessary. **(Read Topic 2 to learn how to determine your data entry needs; screen shot above is provided to assist user in finding the fields only.)** Save changes.

MIRO, the transaction to enter a Logistics Invoice from a Purchase Order, requires the user to review the vendor's master data to determine if the W. tax code will provide the correct default for this invoice. Once the MIRO invoice is posted and generates an FI document number, the W. Tax code can be changed if necessary in Transaction FB02.

Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)



Invoice document Edit Goto System Help

Enter Incoming Invoice: Company Code ARK

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic data Payment Details Tax Contacts Note


Invoice date	01/05/2005	Reference	1099 TRAINING
Posting Date	01/05/2005		
Amount	155.88	USD	<input checked="" type="checkbox"/> Calculate tax
Tax amount	10.88	P1 (Accounts Payable S...	
Text			
Paymt terms	15 Days net		
Baseline date	01/05/2005		
Company Code	ARK State of Arkansas Little Rock		

Vendor 0100000280

Asta's
78 N. Thinman Rd.
EL PASO TX 79901
USA
877-897-5678-258 888-779-9989

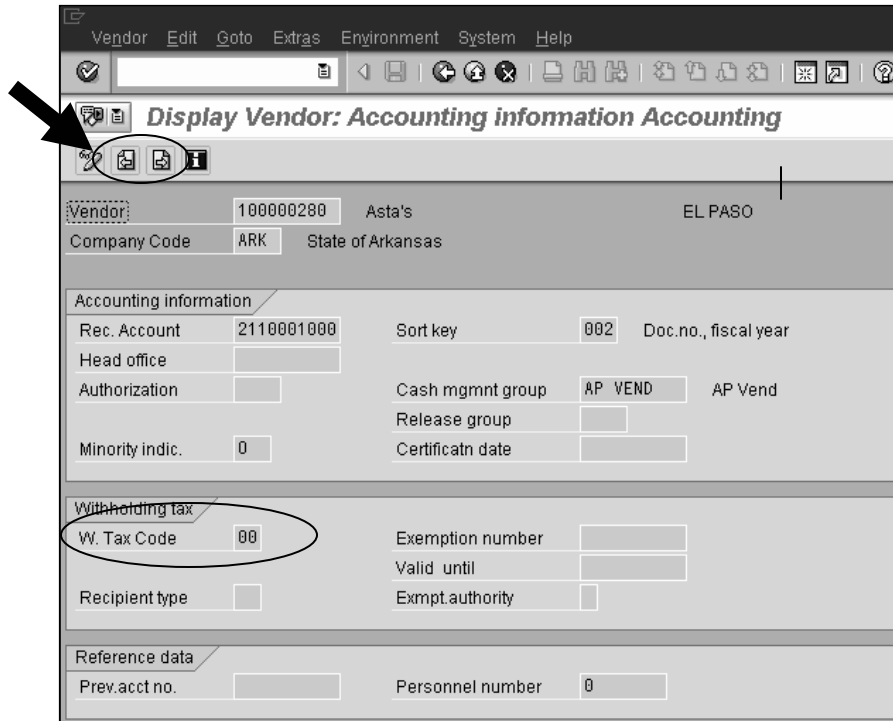
Bank acct

MIRO

In a MIRO, the vendor used in the Purchase Order defaults into the “Vendor” field after entering the PO number on the Basic data tab. By clicking on the “puzzle-piece” icon , a user can check the W. Tax code found in the vendor’s master record.

Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)



Vendor: 100000280 Asta's EL PASO
Company Code: ARK State of Arkansas

Accounting information




Rec. Account	2110001000	Sort key	002	Doc.no., fiscal year
Head office				
Authorization		Cash mgmnt group	AP VEND	AP Vend
		Release group		
Minority indic.	0	Certificatn date		

Withholding tax

W. Tax Code	00	Exemption number	
		Valid until	
Recipient type		Exmpt.authority	

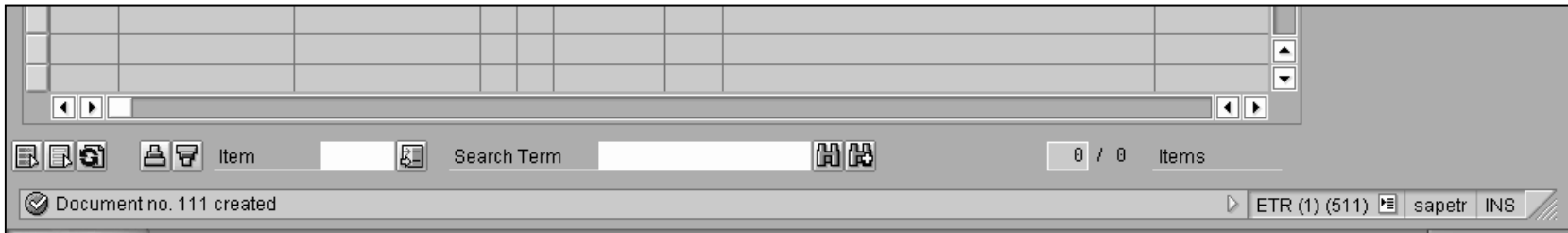
Reference data

Prev.acct no.		Personnel number	0
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User is taken to the vendor's master record (transaction XK03). Using the yellow "turn page" arrows   , go to the screen entitled "Display Vendor: Accounting Information Accounting" where the Withholding Tax code is displayed. If satisfied with the W. Tax code found, complete the MIRO. No further steps are required. If a change of W. Tax code for this invoice is needed, complete the MIRO and then follow instructions on the following slides to change the tax code in invoices by using FB02. To return to the MIRO screen from the master record, click on the green "back" arrow .

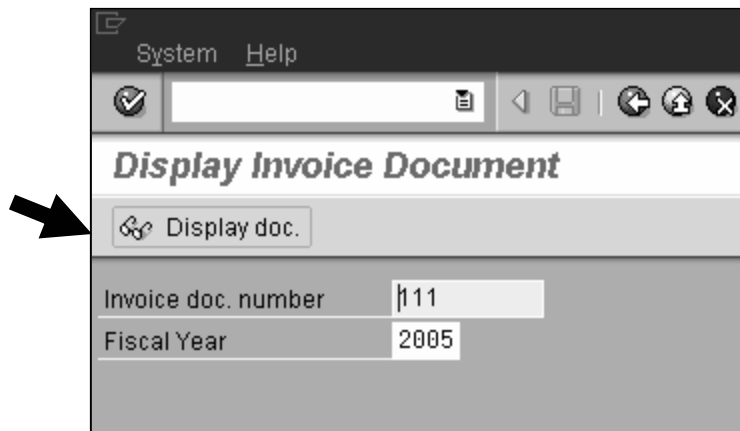
Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)



The screenshot shows the SAP MIRO (Invoice Entry) transaction screen. At the bottom of the screen, a status bar displays the message "Document no. 111 created". To the right of this message, the document type "ETR (1) (511)" and the user "sapetr" are visible. The main area of the screen is empty, showing a grid for line items.

Upon completion of the MIRO, a logistics (MM) document number appears at the bottom of the screen. Use this number to display the document in Transaction MIR4.



The screenshot shows the SAP MIR4 (Display Invoice Document) transaction screen. A black arrow points to the "Display doc." button. Below the button, the "Invoice doc. number" is entered as "111" and the "Fiscal Year" is entered as "2005". The screen has a menu bar with "System" and "Help" options.

Enter the document number and click the "Display doc." button.

Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)

Invoice document Edit Goto System Help

Display Invoice Document 111 2005

Show PO structure Follow-on documents

Transaction Invoice 111 2005

Basic data Payment Details Tax Contacts Note

Invoice date 01/05/2005 Reference 1099 TRAINING

Posting Date 01/05/2005

Amount 155.88 USD ☒ Calculate tax

Tax amount 10.88 P1 (Accounts Payable S...)

Text

Paymt terms 15 Days net

Baseline date 01/05/2005

Company Code ARK State of Arkansas Little Rock

Vendor 0100000280

Asta's

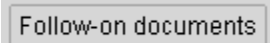
78 N. Thinman Rd.

EL PASO TX 79901

USA

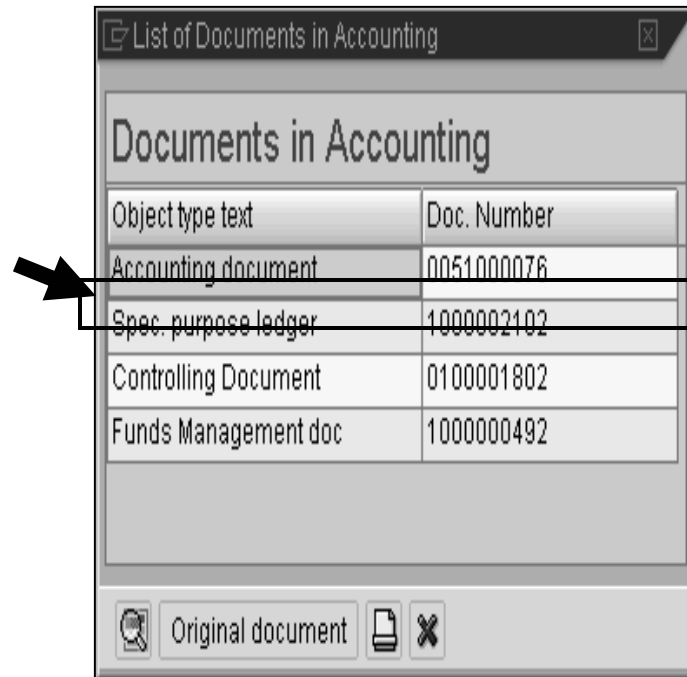
877-897-5678-258 888-779-9989

Bank acct

When the document is displayed, obtain the FI document number by clicking on the “Follow-on documents” button  .

Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)




Go to Transaction FB02 and enter the Accounting document number (also called the FI document number) in the Document number field .

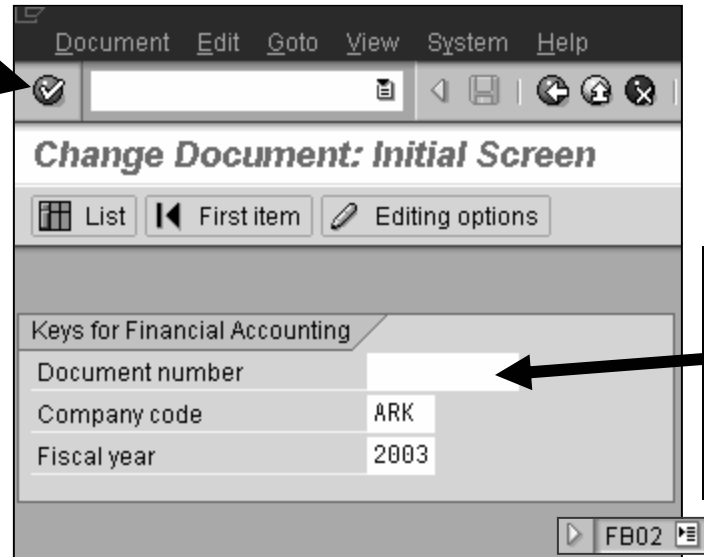
Note: User can also “drill down” to transaction FB02 from here:

Double-click on the document number to display the FI/Accounting document; double-click on the vendor line item to display the vendor line details; click on the pencil (“change”) icon to go to transaction FB02.

Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)

2. Click on the green check .



1. Enter the MIRO's FI accounting number in Document number (51xxxxxx).

After the MIRO invoice is posted, use transaction FB02 to change the W. Tax code in the invoice document prior to payment if necessary. Note: MIRO generates a Materials Management (MM) invoice document number and a Financial Accounting (FI) document number. In order to change the W. Tax code of an invoice posted via MIRO, the user must use the FI document number.

Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)

Document Overview

Doc.type : RE (Invoice receipt) Normal document

Doc. number 51000129 Company code ARK Fiscal year 2003

Doc. date 04/03/2003 Posting date 04/03/2003 Period 10

Doc. currency USD

Item	PK	Account	Account short text	BA	Fund	Amount	Cost	Text
1	31	100000019	BOOKS A MILLION	0610		50.00-		
2	86	2111001000	GRIR Clearing	0610	HSC6101	50.00	383211	

FB02

*Double-click on the
vendor line
(Posting Key 31).*

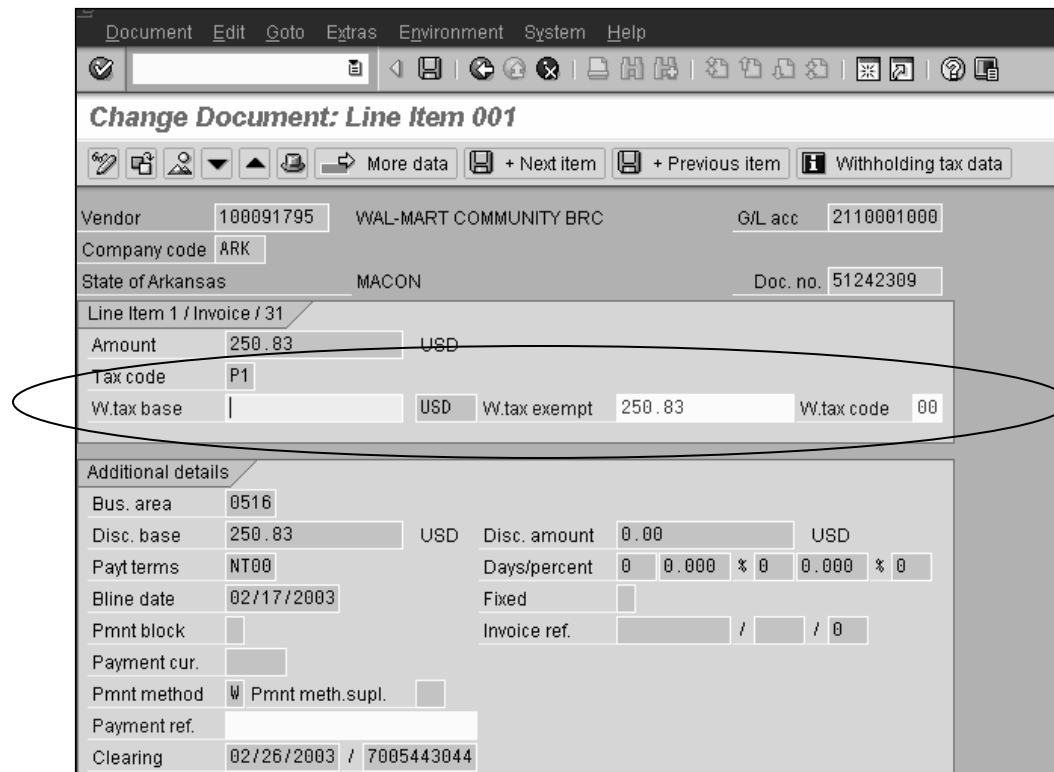
Double-click on the vendor line (Posting Key 31 line).

Topic 6

Changing W. Tax Code on the FI Document of a MIRO Invoice (Trans. FB02)

This slide is instructional to the transaction only.

User must determine their own 1099 data for input.



Document Edit Goto Extras Environment System Help

Change Document: Line Item 001

Vendor 100091795 WAL-MART COMMUNITY BRC G/L acc 2110001000
 Company code ARK
 State of Arkansas MACON Doc. no. 51242309

Line Item 1 / Invoice / 31
 Amount 250.83 USD
 Tax code P1
 W. tax base USD W. tax exempt 250.83 W. tax code 00

Additional details
 Bus. area 0516
 Disc. base 250.83 USD Disc. amount 0.00 USD
 Payt terms NT00 Days/percent 0 0.000 % 0 0.000 % 0
 Bline date 02/17/2003 Fixed
 Pmnt block Invoice ref. / / 0
 Payment cur.
 Pmnt method W Pmnt meth. supl.
 Payment ref.
 Clearing 02/26/2003 / 7005443044

Change the W. Tax code, W. tax base and W. tax exempt fields as necessary. (Read Topic 2 to learn how to determine your data entry needs, screen shot above is instructional only). Save changes.

Reportable vendors' 1099 amounts result from the payment documents; the W. Tax code on the payment document defaults from the vendor invoice.

After an invoice generates a payment, changes to 1099 data must occur in the payment document in order for the payment to be picked up in, or excluded from, the reportable vendor's 1099.

Use transaction FB02 to make the changes.

Topic 7

Changing W. Tax Code After a Payment Has Been Posted (Trans. FB02)

Display Check Information

Check recipient | Check issuer... | Accompanying docs | Payment document

Paying company code: ARK | Payment document no.: 7000268607

Bank details

House bank	TREAS	Bank key	999999992
Account ID	TREA1	Bank account number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

Check information

Check number	210058467	Currency	USD
Payment date	08/14/2001	Amount paid	80.00
Check encashment		Cash discount amount	0.00

Check recipient

Name	TERMINEX
City	LITTLE ROCK
Payee's country	US
Regional code	AR

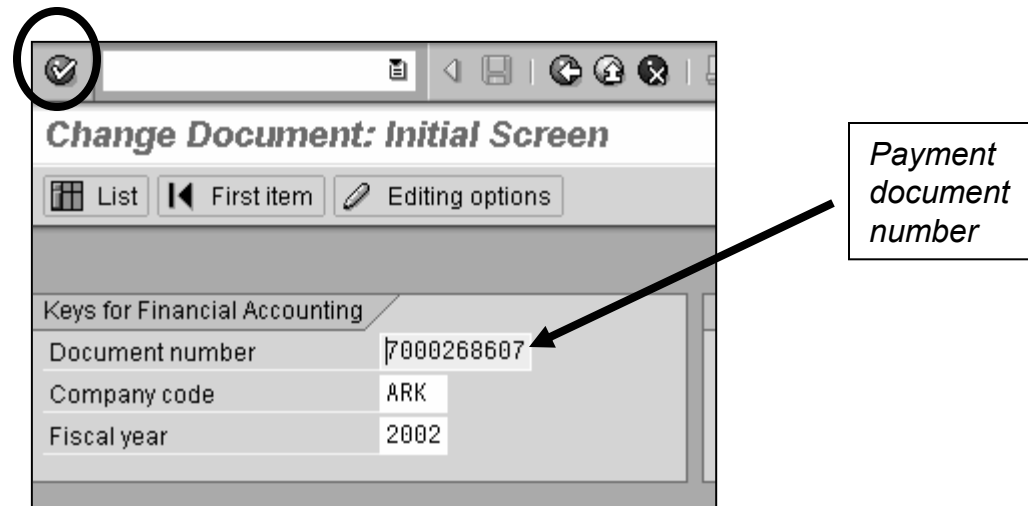
FCH1

One method for obtaining Payment document number is by viewing Check or Warrant in Transaction FCH1. Other ways include Transactions FBL1N, from invoice overview in FB03, and from ZWARR_DETAIL.

Reportable 1099 amounts are obtained from the Payment document (Doc types KZ and ZP). The payment document brings in the entire W. tax base amount for the total of invoices on that payment. To change 1099 data on a payment, obtain the Payment document number from the Warrant or Check.

Topic 7

Changing W. Tax Code After a Payment Has Been Posted (Trans. FB02)



Enter the Payment document number in FB02, and click on the green check icon.

Topic 7

Changing W. Tax Code After a Payment Has Been Posted (Trans. FB02)

Document Overview

Doc.type : ZP (Payment posting) Normal document

Doc. number 7000268607 Company code ARK Fiscal year 2002
Doc. date 08/14/2001 Posting date 08/14/2001 Period 02
Doc.currency USD
Payment run ID 08/14/2001 - NORM1

Itm	PK	Account	Account short text	BA	Cost ctr	Fund	Amount	Text
1	25	100048299	TERMINEX	0080			80.00	
2	50	1100001001	Treasury Outgoing	0080			80.00-	











Payment document overview will appear.

Double-click on the vendor line.

Topic 7

Changing W. Tax Code After a Payment Has Been Posted (Trans. FB02)

Change Document: Line Item 001








More data

+ Next item

+ Previous item

Withholding tax data

Vendor 100048299 TERMINEX G/L acc 2110001000
Company code ARK 4700 BOWMAN ROAD #1000
State of Arkansas LITTLE ROCK Doc. no. 7000268607

Line Item 1 / Outgoing payment / 25

Amount 80.00 USD
Tax code
W. tax base 80.00 USD W. tax exempt W. tax code 07

Payment document number (arrow pointing to Doc. no. 7000268607)

This slide is instructional to the transaction only.

User must determine their own 1099 data for input.

Click on the “Change” icon to change W. Tax code, W. tax base amount, and W. tax exempt amount fields as necessary in the payment document (See Topic 2). Save changes.

Note: Best practice would include also making changes to the invoices that necessitated the change on the Payment document.

Transaction FBL1N, Vendor Line Item Display, provides a single transaction from which the user can review and change 1099 data for parked invoice documents, for open and cleared invoice documents, and for payment documents.

The directions that follow are intended to assist a user in correcting errors in payment documents found in a single vendor's 1099-MISC.

Note: Once an invoice has a cleared payment, and it is determined that changes to the withholding tax amounts or withholding tax code need to be made, those changes must be carried out on the payment document in order to be properly reported on the 1099.

Topic 8

Using FBL1N to View and Change 1099 Data

To correct errors for a single vendor, enter a vendor account number.

The screenshot displays the 'Vendor Line Item Display' window in the FBL1N application. The window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The 'Vendor selection' section is highlighted with a red oval, showing the 'Vendor account' field with the value '100000005' and the 'Company code' field with the value 'ARK'. Below this is the 'Selection using search help' section with fields for 'Search help ID', 'Search string', and 'Complex search help'. The 'Line item selection' section is also visible, showing the 'Status' section with 'Cleared items' selected, and the 'Type' section with 'Normal items' selected. The 'Cleared items' section includes fields for 'Clearing date' (01/01/2004) and 'Open at key date'. The 'All items' section includes a 'Posting date' field. The 'Type' section includes checkboxes for 'Normal items', 'Special G/L transactions', 'Noted items', 'Parked items', and 'Customer items'. The bottom right corner of the window shows the 'FBL1N' label and a list icon.

Topic 8

Using FBL1N to View and Change 1099 Data

Click the radio button beside “Cleared items” and enter beginning and ending date for the current reportable calendar year.

The screenshot shows the 'Vendor Line Item Display' window with the following sections:

- Vendor selection**
 - Vendor account: 1000000005
 - Company code: ARK
- Selection using search help**
 - Search help ID: [empty]
 - Search string: [empty]
 - Complex search help: [empty]
- Line item selection**
 - Status**
 - ☐ Open items
 - ☒ Cleared items
 - ☐ All items
 - Open at key date: 01/13/2005
 - Clearing date: 01/01/2004 to 12/31/2004
 - Open at key date: [empty]
 - Posting date: [empty]
- Type**
 - ☒ Normal items
 - ☐ Special G/L transactions
 - ☐ Noted items
 - ☐ Parked items
 - ☐ Customer items

Topic 8

Using FBL1N to View and Change 1099 Data

The screenshot shows the SAP Vendor Line Item Display (FBL1N) interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window is titled 'Vendor Line Item Display'. Below the title bar, there is a toolbar with various icons. One icon, representing 'Data Sources', is circled. The main area is divided into several sections. On the left, there is a 'Vendor master' section with a list of fields: Industry, Created on, Created by, PBC/POR number, Group key, Account group, Country, and Alternative payee. In the center, there is a 'Dynamic selections' section with a list of fields: Document Number, Posting Date, Document Date, Currency, Document type, Business Area, and Payment method. The 'Business Area' field is highlighted with a black arrow pointing to the value '0610'. Below this, there is a 'Vendor selection' section with a 'Vendor account' field containing '100000005'. At the bottom, there is a 'Line item selection' section with a 'Status' section containing 'Open items' and 'Cleared items' radio buttons. The 'Cleared items' section has a 'Clearing date' field with '01/01/2004' and a 'to' field with '01/31/2004'. A text box is overlaid on the screen with the following text: 'Click on "Dynamic selections" icon [icon] . Enter "Business area" on Dynamic selections screen. Click on "Execute" icon [icon] to generate the report.'

Click on "Dynamic selections" icon [icon] . Enter "Business area" on Dynamic selections screen.

Click on "Execute" icon [icon] to generate the report.

Topic 8

Using FBL1N to View and Change 1099 Data

SAP


List Edit Goto Extras Environment Settings System Help

Vendor Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared
 Due date: ☒ Overdue ☐ Due ☐ Not due

Vendor: 100000005
 Company Code: ARK
 Name: Dehydrated Dairy
 City: SHEBOYGAN

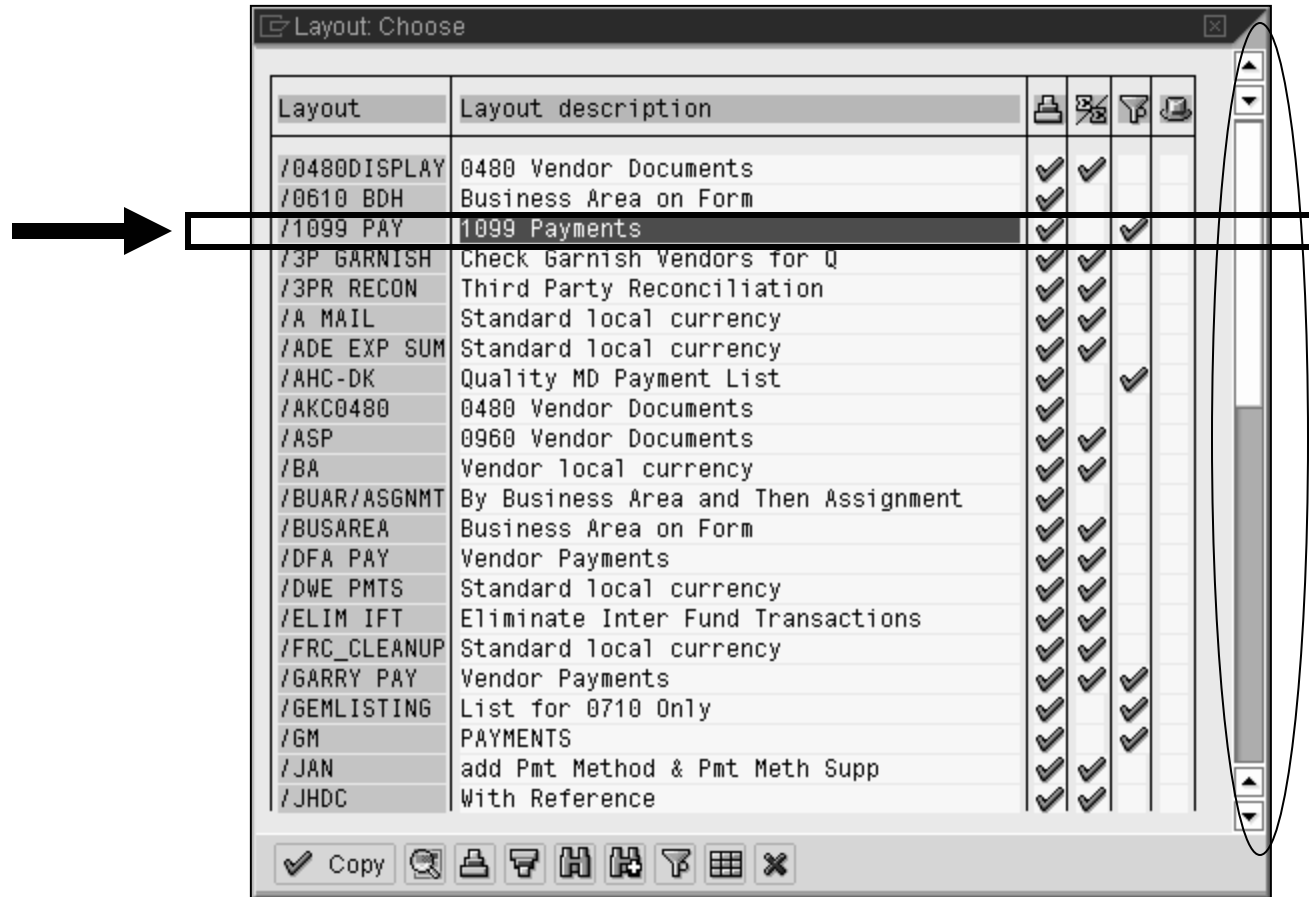
St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="radio"/> 10000000202005	1000000020	KR	01/05/2005			2,000.00-	USD	7000000081	
<input type="checkbox"/>	<input checked="" type="radio"/> 70000000812005	7000000081	ZP	01/05/2005			2,000.00	USD	7000000081	
*	<input checked="" type="radio"/>						0.00	USD		
** Account 100000005							0.00	USD		

Results will display. Click on “Choose layout” icon  to select “1099 Payments” display variant, which displays payment documents only (Document types ZP and KZ).

Document Types: Invoice document types include KR, RE, and ZZ. After invoices have generated payments, additional document types KZ or ZP (payment document types) are added to the list. it is important to make changes to the payment documents in order for the changes to be picked up as reportable.

Topic 8

Using FBL1N to View and Change 1099 Data



Note:
You may have to scroll up to the top of the list to see the 1099 layout variant

Double-click on the layout, or click on the layout and then click the “Copy” button in the lower left-hand corner.

Vendor Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared

Vendor 1000000005
Company Code ARK

Name Dehydrated Dairy
City SHEBOYGAN

St	DocumentNo	BusA	Doc..Date	Amount in local cur.	Clrng doc.	Type	With.tax base amount
<input type="checkbox"/> <input checked="" type="radio"/>	70000000081	0610	01/05/2005	2,000.00	70000000081	ZP	1,860.47
*				2,000.00			1,860.47

Payments are displayed with reportable amount totaled. If unchanged, this is the amount that will be reported if the vendor has a 1099-reportable W. tax code in the Vendor Master Record.

The following slides show how to change payment documents from FBL1N.

Topic 8

Using FBL1N to View and Change 1099 Data

Vendor Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared

Vendor 1000000005
Company Code ARK

Name Dehydrated Dairy
City SHEBOYGAN

St	DocumentNo	BusA	Doc..Date	Amount in local cur.	Clrng doc.	Type	With.tax base amount
<input checked="" type="checkbox"/> <input type="radio"/>	70000000081	0610	01/05/2005	2,000.00	70000000081	ZP	1,860.47
*				2,000.00			1,860.47

To change a payment document, select the box before the line item under St(atus) column. Click on the pencil icon .

Topic 8

Using FBL1N to View and Change 1099 Data

The screenshot shows the 'Change Document: Line Item 001' window. The 'W. tax base' field is highlighted with a black oval. The window contains various fields for vendor information, line item details, and tax information.

Vendor		Dehydrated Dairy		G/L Acc	
100000005	ARK	95 Neapolitan Ave		2110001000	
State of Arkansas		SHEBOYGAN		Doc. no. 7000000081	

Line Item 1 / Outgoing payment / 25	
Amount	2,000.00 USD
Tax code	
W. tax base	11,860.47 USD
W. tax exempt	
W. Tax Code	07

Additional details	
Bus. Area	0610
Disc. amount	0.00 USD
Days/percent	
Bline date	01/05/2005
Pmnt block	
Pmnt Method	W Pmnt meth. supl.
Clearing	01/05/2005 / 7000000081
Payment Amnt	2,000.00 USD
Assignment	70000000812005
Text	

This slide is instructional to the transaction only.

User must determine their own 1099 data for input.

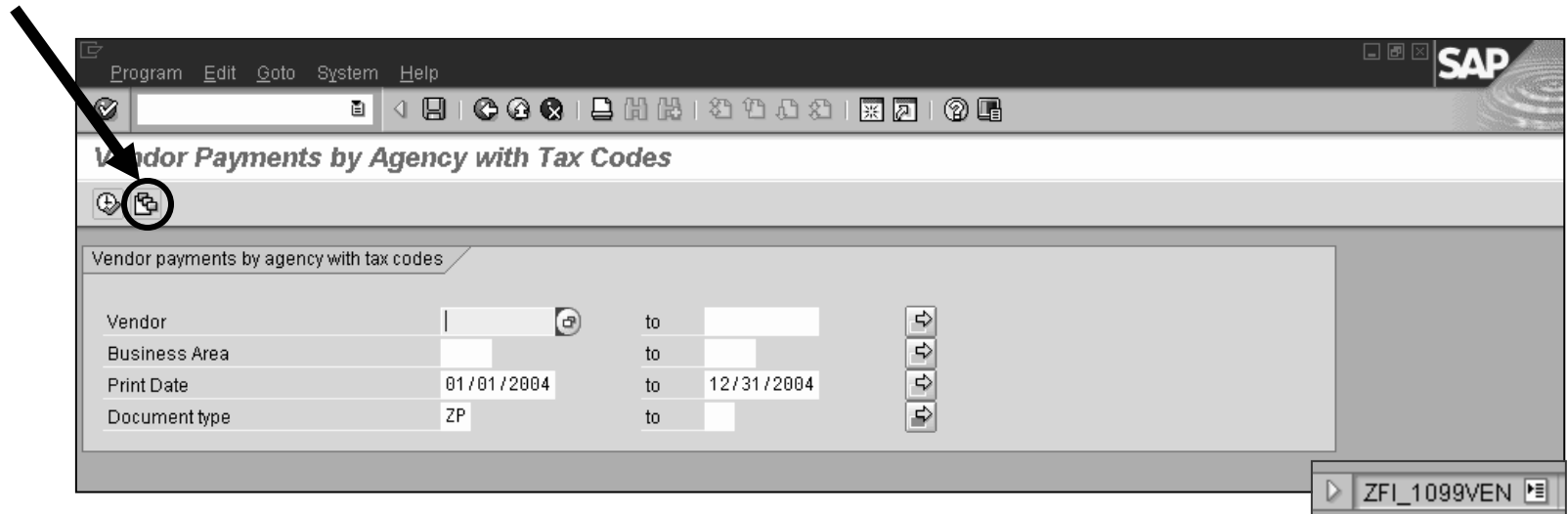
Change W. Tax code, W. tax base amount, and W. tax exempt amount fields as necessary in payment document (Read Topic 2 to learn about W. tax code and Sales tax code Importance on entering correct W. tax base and W. tax exempt amounts.) Save changes.


Note: Best practice would include making changes to the invoices that necessitated the change on the Payment document.

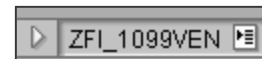
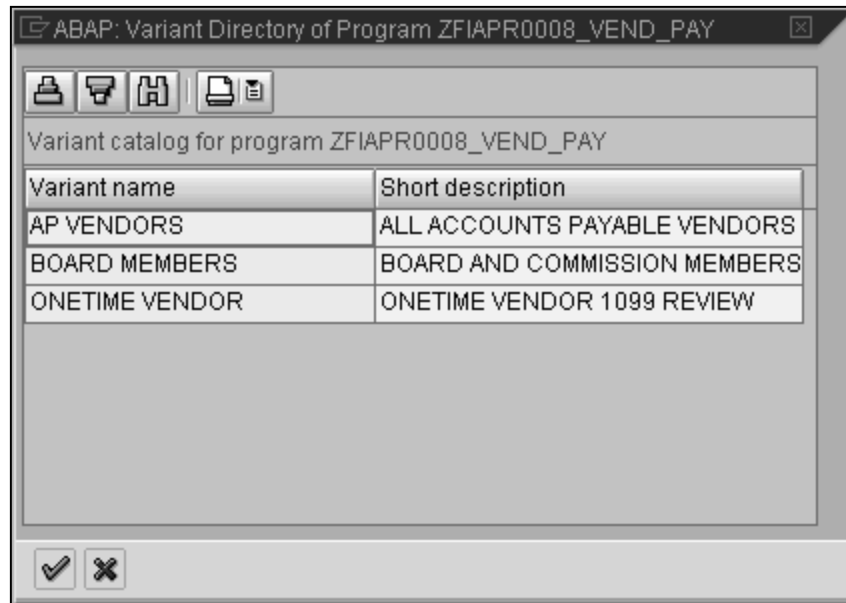
Transaction ZFI_1099VEN provides a report to assist users in regularly reviewing 1099 data for Accounts Payable Vendors except Benefit Vendors.

It is recommended that 1099 data be reviewed, and corrected if necessary, at monthly intervals through out the year.

Use ZFI_BENVEN to review final 1099 data for Benefit Vendors (see Topic 10).



Click on the “Get Variant” button . Note: Variant defaults to the entire numeric range for the vendor type and includes both Treasury and house bank reportable payments (Document types ZP & KZ). Print date defaults to the beginning and end of the calendar year; these dates can be changed to accommodate monthly reviews.



Select a variant for 1099 data review, or return to the initial screen and enter user-specified vendor/s accounts, print dates, and document types.

Topic 9

Viewing 1099 Data for AP Vendor Treasury Payments (Trans. ZFI_1099VEN)


Program Edit Goto System Help

Vendor Payments by Agency with Tax Codes

Vendor payments by agency with tax codes

Vendor	100000000	to	199999999	
Business Area		to		
Print Date	01/01/2005	to	12/31/2005	
Document type	ZP	to		

ZFI_1099VEN sapap09 INS

Enter Business area. Click on Execute .

Topic 9

Viewing 1099 Data for AP Vendor Treasury Payments (Trans. ZFI_1099VEN)

Vendor Payments by Agency with Tax Codes

Vendor	Payee name	State	Check number	Payment	Print Date	Amount	Pay...	Vendor M...	W.tax expt	W.tax base	Wi.tax amt
100001276	GOVCONN...	OH	410358077	7007945012	01/05/2004	5,970.72	07	07	0.00	5,970.72	0.00
100001276	GOVCONN...	OH	410358078	7007945013	01/05/2004	10,000.00	07	07	0.00	10,000.00	0.00
100003380	Ward Const...	AR	410358114	7007945049	01/05/2004	3,677.48	07	07	0.00	3,426.85	0.00
100079277	UNISOURCE	OK	410358631	7007945581	01/05/2004	174.78	07	07	0.00	163.92	0.00
100107763	CARPETS ...	AR	410358717	7007945672	01/05/2004	2,703.13	07	07	0.00	2,500.00	0.00
100107934	JAMES EL...	AR	410358719	7007945674	01/05/2004	2,079.19	07	07	0.00	1,950.00	0.00
100006163	GLOBAL E...	GA	410361089	7007949680	01/06/2004	1,943.44	07	07	0.00	1,943.44	0.00
100028469	CRISIS CT...	AR	420145902	7007949905	01/06/2004	2,689.51	07	07	0.00	2,689.51	0.00
100028469	CRISIS CT...	AR	420145903	7007949906	01/06/2004	5,544.15	07	07	0.00	5,544.15	0.00
100030971	RIV VALLE...	AR	420146022	7007950083	01/06/2004	2,554.06	07	07	0.00	2,554.06	0.00
100032251	SERENITY,...	AR	420146213	7007950152	01/06/2004	6,220.88	07	07	0.00	6,220.88	0.00
100033010	JAMES BR...	AR	410361511	7007950184	01/06/2004	188.96	07	07	0.00	176.40	0.00
100034356	SAFE PLA...	AR	420146318	7007950232	01/06/2004	6,415.16	07	07	0.00	6,415.16	0.00

Results will appear. Report is interactive and can be exported to Excel or other software application.

Transaction ZFI_BENVEN provides a report to assist users in regularly reviewing 1099 data for Benefit Vendors.

It is recommended that 1099 data be reviewed, and have DFA-OSP correct if necessary, at monthly intervals through out the year.

Topic 10

Viewing 1099 Data for Benefits Vendor Payments (Trans. ZFI_BENVEN)

BENEFIT VENDORS

Program selections

Business area to
Name of the payee to
Payment method to
Account number of vendor or to
Print Date 01/01/2004 to 12/31/2004

Output format

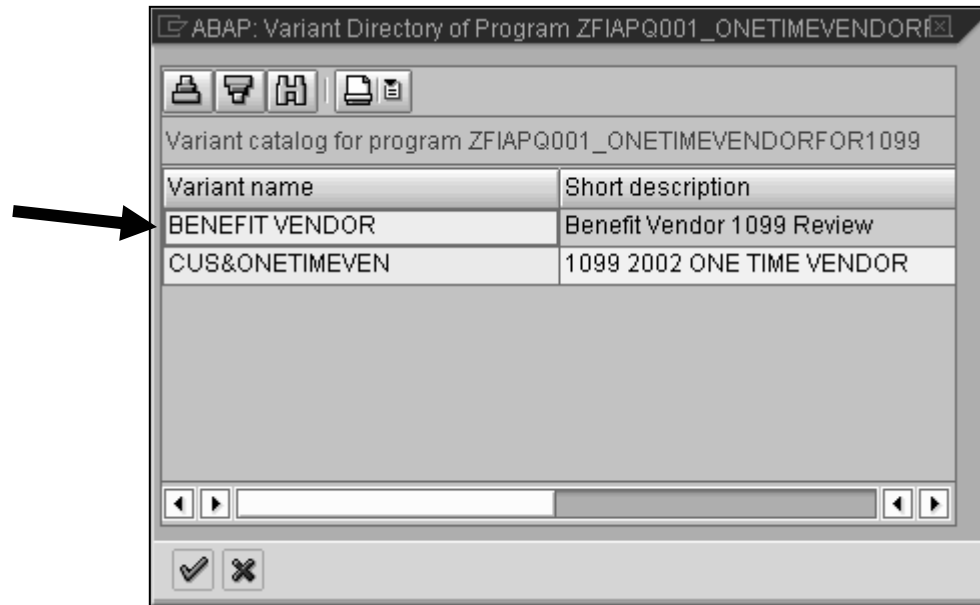
☐ SAP List Viewer
☒ ABAP List
☐ Graphic
☐ ABC analysis
☐ Executive Info System (EIS)
☐ Additional functions
☐ File store
☐ Save with ID

Display as table
Word processing
Spreadsheet

Get Variant

ZFI_BENVEN

Click on the “Get Variant” button .



Select variant entitled “BENEFIT VENDOR”.

Topic 10

Viewing 1099 Data for Benefits Vendor Payments (Trans. ZFI_BENVEN)

BENEFIT VENDORS

Program selections

Business area		to		➡
Name of the payee		to		➡
Payment method		to		➡
Account number of vendor or	B*	to		➡
Print Date		to		➡

Output format

- ☒ SAP List Viewer
- ☐ ABAP List
- ☐ Graphic
- ☐ ABC analysis
- ☐ Executive Info System (EIS)
- ☐ Additional functions
- ☐ File store
- ☐ Save with ID

☐ Display as table

☐ Word processing

☐ Spreadsheet

ⓂK21

ZFI_BENVEN

Enter a Business area. Click on the “Execute” button  .

Topic 10

Viewing 1099 Data for Benefits Vendor Payments (Trans. ZFI_BENVEN)

SAP

BEFENIT VENDORS

BEFENIT VENDORS

BA	Name of the payee	Street	P.O. box	City	RC	P.cde	To check no.	Payment	P	V
	Arkansas Teacher Retirement System	1400 West 3rd Street		Little Rock	AR	72201	000009100	15004112		B
	Arkansas Teacher Retirement System									
	BOKKERS USED CARS INC	625 W BROADWAY		FORREST CITY	AR	72336	000009917	15017985		B
	BOKKERS USED CARS INC									
	FEDEX		1140	MEMPHIS	TN	38101-1140	000000060	15000481	C	B
	FEDEX		1140	MEMPHIS	TN	38101-1140	000000093	15000604	C	B
	FEDEX									
	KIDD TIRE AND SERVICE, INC.			HOPE	AR	71802-1317	250005192	15003848	Q	B
	KIDD TIRE AND SERVICE, INC.									
	RAMSEY KRUG FARRELL & LENSING	8315 CANTRELL RD	251510	LITTLE ROCK	AR	72225	000000962	15008216	C	B
	RAMSEY KRUG FARRELL & LENSING	8315 CANTRELL RD	251510	LITTLE ROCK	AR	72225	000001466	15013191	C	B
	RAMSEY KRUG FARRELL & LENSING	8315 CANTRELL RD	251510	LITTLE ROCK	AR	72225	000001491	15013450	C	B
	RAMSEY KRUG FARRELL & LENSING									
	Ramsey, Krug, Farrell & Lensing	8315 CANTRELL ROAD	251510	Little Rock	AR	72225	000000106	15000617	C	B
	Ramsey, Krug, Farrell & Lensing									
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002094	15006977		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002103	15007798		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002105	15007800		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002106	15007801		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002111	15007840		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002121	15008076		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002122	15008082		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002138	15008107		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002149	15008118		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002167	15008141		B
	TEACHER RETIREMENT	1400 W 3RD ST		LITTLE ROCK	AR	72201	000002173	15008147		B

ZFI_BENVEN sapap09 INS

Results will appear. Report is interactive and can be exported to Excel or other software application.

Topic 11

Viewing 1099 Data for Cash Account Payments (Trans. ZFI_1099CHB)

Program Edit Goto System Help

SAP

Vendor Payments by Agency with Tax Codes

Vendor payments by agency with tax codes

Vendor to

Business Area to

Print Date 01/01/2005 to 12/31/2005

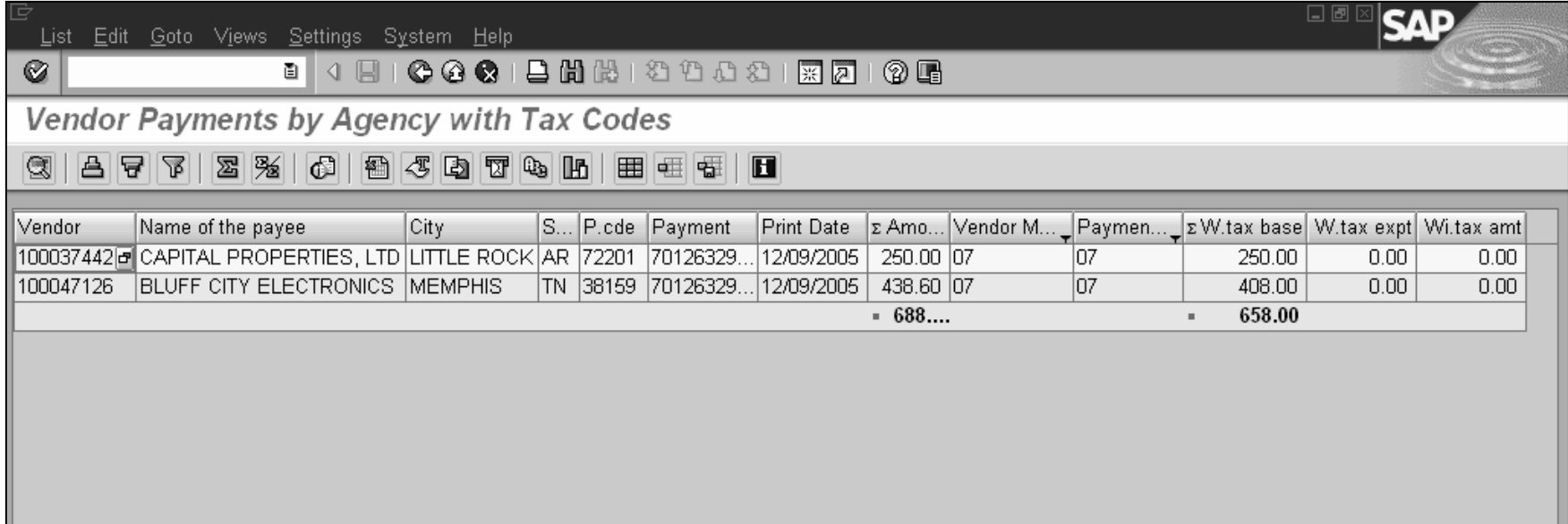
Document type ZP to

ZFI_1099CHB sapap09 INS

Enter a Business area. Click on the “Execute” button  .

Topic 11

Viewing 1099 Data for Cash Account Payments (Trans. ZFI_1099CHB)



The screenshot shows the SAP interface for the report 'Vendor Payments by Agency with Tax Codes'. The report displays a table of vendor payments with columns for Vendor, Name of the payee, City, S..., P.cde, Payment, Print Date, Σ Amo..., Vendor M..., Paymen..., Σ W.tax base, W.tax expt, and W.tax amt. Two vendors are listed: CAPITAL PROPERTIES, LTD and BLUFF CITY ELECTRONICS. The total amount for the selected period is 688.00.

Vendor	Name of the payee	City	S...	P.cde	Payment	Print Date	Σ Amo...	Vendor M...	Paymen...	Σ W.tax base	W.tax expt	W.tax amt
100037442	CAPITAL PROPERTIES, LTD	LITTLE ROCK	AR	72201	70126329...	12/09/2005	250.00	07	07	250.00	0.00	0.00
100047126	BLUFF CITY ELECTRONICS	MEMPHIS	TN	38159	70126329...	12/09/2005	438.60	07	07	408.00	0.00	0.00
							688.00					

Results will appear. Report is interactive and can be exported to Excel or other software application.

Appendix A

Changing Posted Invoices Prior to Payment ***(Transaction FB02)***

EXAMPLE SCENARIOS:

***Vendor Master Withholding Tax Code 07 and
Invoice Withholding Tax Code 00***

Scenario 1 – Tax code P0

Scenario 2 – Tax code P1

***Vendor Master Withholding Tax Code 00 and
Invoice Withholding Tax Code 07***

Scenario 3

Appendix A

Changing Posted Invoices Prior to Payment: Example Scenarios (Trans. FB02)

SCENARIO 1

Original Invoice posting;

Vendor Master W. Tax Code 07;

Invoice Tax Code P0

FB02 Changes

W. Tax Code 00 for this invoice;

Tax Code remains P0

Display Document: Line Item 001

Vendor: 100050908 GENTLE YEARS CHILDCARE CENTER G/L acc: 2110001000
 Company code: ARK
 State of Arkansas JACKSONVILLE Doc. no.: 19086426

Line Item 1 / Invoice / 31
 Amount: 100.00 USD
 Tax code: P0
 W.tax base: 100.00 USD W.tax exempt: 0.00 W.tax code: 07

Change Document: Line Item 001

Vendor: 100050908 GENTLE YEARS CHILDCARE CENTER G/L acc: 2110001000
 Company code: ARK
 State of Arkansas JACKSONVILLE Doc. no.: 19086426

Line Item 1 / Invoice / 31
 Amount: 100.00 USD
 Tax code: P0
 W.tax base: USD W.tax exempt: 100.00 W.tax code: 00

Fields to be changed: W. tax base should be zero; W. tax exempt should be the amount of the full amount of the payment where no sales tax was applied.

Appendix A

Changing Posted Invoices Prior to Payment: Example Scenarios (Trans. FB02)

SCENARIO 2

Original FB60
Invoice posting;
Vendor Master W.
Tax Code 07;
Sales Tax Code P1

FB02 Changes:
W. Tax Code 00 for
this invoice;
Sales Tax Code
remains P1

Display Document: Line Item 001

Vendor: 100050908 GENTLE YEARS CHILDCARE CENTER G/L acc: 2110001000
Company code: ARK
State of Arkansas JACKSONVILLE Doc. no.: 19086428

Line Item 1 / Invoice / 31

Amount	100.00	USD
Tax code	P1	
W.tax base	93.36	USD
W.tax exempt	6.64	USD
W.tax code	07	

Change Document: Line Item 001

Vendor: 100050908 GENTLE YEARS CHILDCARE CENTER G/L acc: 2110001000
Company code: ARK
State of Arkansas JACKSONVILLE Doc. no.: 19086428

Line Item 1 / Invoice / 31

Amount	100.00	USD
Tax code	P1	
W.tax base		USD
W.tax exempt	100.00	USD
W.tax code	00	

Fields to be changed: W. tax base should be zero or blank; W. tax exempt should be the amount of the full amount of the payment including sales tax.

Appendix A

Changing Posted Invoices Prior to Payment: Example Scenarios (Trans. FB02)

S
C
E
N
A
R
I
O

3

Original FB60
posting - Vendor
Master:

W. Tax Code 00

00=W. tax exempt

Sales Tax Code P1

Display Document: Line Item 001

Vendor: 100050908 GENTLE YEARS CHILDCARE CENTER G/L acc: 2110001000
Company code: ARK
State of Arkansas JACKSONVILLE Doc. no. 19086427

Line Item 1 / Invoice / 31

Amount	107.13	USD
Tax code	P1	
W.tax base	0.00	USD
W.tax exempt	107.13	W.tax code 00

Unless the **Vendor Master Record** indicates a 1099-reportable code (a code other than 00), changes in W. tax code in FB02 intended to record the invoice's payment as 1099 reportable will not result in the invoice's payment being picked up on the 1099.

Note: Master record changes to Vendor's W. tax code must be requested through Office of State Procurement using the Vendor Maintenance form.